

HRO Newsletter

EMPLOYEE RELATIONS

EMPLOYEE DEVELOPMENT

EQUAL OPPORTUNITY



ANNUAL NOTICE OF RIGHT TO UNION REPRESENTATION

The Civil Service Reform Act gives technicians in units represented by an exclusive labor organization the right to have a union representation present at a meeting which involves an examination by a representative of the agency in connection with an investigation. Section 7114 (a) of the Civil Service Reform Act of 1978 states that:

"(2) An exclusive representation of an appropriate unit in an agency shall be given the opportunity to be represented at—

"(A) any formal discussion between one or more representatives of the agency and one or more employees in the unit of their representatives concerning any grievance or any personnel policy or practices or other general condition of employment; or

"(B) any examination of an employee in the unit by a representative of the agency in

connection with an investigation if—

- (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
- (ii) the employee requests representation"

Therefore, as also required by Section 7114(a)(1) and (3), you are hereby given notice of the right set forth in this provision.

Point of Contact (POC): Lt Col Osterman, (602) 267-2792

PAYROLL DEDUCTION FOR ANG BARGAINING UNIT EMPLOYEES, ACT, CHAPTER 71 -- ARTICLE FIFTEEN

15-1 WITHHOLDING FORM

The Standard Form 1187 for dues deduction will be supplied by the Labor Organization and will be used as the authorization of payroll deduction for dues.

15-2 PROCESSING

The completed standard form will be given by the Labor Organization through HRO/LRS to the Civilian Pay Office.

The standard form will be completed and certified as to the amount of withholding (.007 of base pay) and that the member

has been advised of the contents of the form, and the individual's earliest date of dues revocation will be annotated on the form and initialed by the individual.

a. The standard form may be submitted at any time. The effective date for withholding will start by the first pay period beginning after the submission of the form to the Civilian Pay Office. Adjustments to dues allotments will occur within two (2) pay periods whenever the member's rate of base pay changes.

b. An allotment shall be terminated when the employee leaves the bargaining unit as a result of any type of separation, transfer, or other personnel action; upon loss of exclusive recognition by the Labor Organization; when the agreement providing for dues withholding is suspended or terminated by an appropriate authority outside DOD; or when the employee has been suspended from the Labor Organization.

(1) When a Technician is temporarily promoted or detailed to a position outside of the bargaining unit, the Employer agrees to automatically reinstate the employee's dues withholding upon return to the bargaining unit. The dues withholding will begin the first partial/full pay period the employee returns to the

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bargaining unit.

(2) It is the individual's responsibility to maintain dues payments, if the employee so desires, in order to protect union associated insurance or other union benefits.

15-3 DUES WITHHOLDING

The Employer agrees to provide a listing to the Labor Organization of those persons from whom a payroll deduction was made. The listing will contain the name and SSN of the Civilian Technicians of the Labor Organization having current dues withholding allotments on file, the amount withheld from each member's pay, and a statement showing the total amount withheld. The remittance check and one copy of the listing will be forwarded to an address to be provided by the Labor Organization.

15-4 DUES REVOCATION

The Employer agrees to provide the employee with copies of the Standard Form 1188 for use in revoking dues allotments. Employees wishing to revoke their dues withholding may obtain a Standard Form 1188 from the HRO office.

- a. The individual will return the completed standard form to the Civilian Pay Office.
- b. The Civilian Pay Office shall date and initial all copies of the standard form upon receipt from the individual. The second copy of the standard form shall be forwarded by the Civilian Pay Office to the Labor Organization within three (3) working days after receipt of the signed form from the employee.
- c. The **first day of September** shall be the annual dues revocation date established by this agreement. All dues revocation forms must be received by the Civilian Pay Office **not later than 15 August**. Dues revocation shall not become effective

until the first full pay period in September.

- d. New members shall have the option of dues revocation on the first annual anniversary date after his/her election to participate. Dues revocation form must be submitted to the Civilian Pay Office not later than the last work day in the month preceding his/her anniversary date. Effective date of revocation will be the first full pay period after his/her anniversary date. After the first anniversary date, revocation may only be made in accordance with Section 15-4c above.

15-5 ANNUAL NOTIFICATION

It is agreed that once a year, in March, this article will be published in the HRO Newsletter. This will constitute the annual notice affecting dues withholding revocation.

POC: Lt Col Kevin Osterman, (602) 267-2792/DSN 853-2792



SUPERVISOR'S INTERVIEW TRAINING CLASS

HRO Supervisor's Interview Training Class presents the following schedule for Calendar Year (CY) 2003 (12 months) – (Note: No class is held in December because of the Holiday).

JANUARY 15	FEBRUARY 19
MARCH 19	APRIL 16
MAY 21	JUNE 18
JULY 16	AUGUST 20
SEPTEMBER 17	OCTOBER 15
NOVEMBER 19	DECEMBER (None)

These dates fall on the third Wednesday of each Month. HRO requires a minimum of five (5) students to conduct

this course each month and will accommodate a maximum of 20 trainees.

Please call HRO's Secretary, with your Name, Unit and Telephone number to schedule or guarantee a seat in the class.

The Interview Training Class will be cancelled if a minimum number of students cannot attend each month. This is a required course for new Supervisors or may prove to be a valuable refresher for current Supervisors.

POC: Sharon Hall, Secretary, HRO, DSN 853-2790 or COM (602) 267-2790; fax DSN 853-2782 or COM (602) 267-2782.



EMPLOYEE RELATIONS

THRIFT SAVINGS PLAN NEWS - Catch-Up Contributions

Under the new Public Law 107-304, signed by the President, civilian employees and military members age 50 or older will be able to deposit up to an additional \$2,000 into their TSP accounts in 2003, which is over and above the regular percentage of salary or annual dollar amount limits. No date has been designated for implementing the Catch-Up Contributions as yet. When notification is received, National Guard technicians will be notified.

For 2003 the limits are 13 percent of basic pay for employees under the Federal Employees Retirement System (FERS) and 8 percent for employees under the Civil Service Retirement System (CSRS). The Internal Revenue Service annual limit on "elective deferrals" (the maximum amount that employees can contribute to their thrift accounts) is \$12,000 for tax year 2003.

The maximum catch-up contribution will increase from year to year (2004 - \$3,000; 2005 - \$4,000; 2006 - \$5,000; and after 2006 the \$5,000 amount will be adjusted based on the inflation rate).

The Federal Retirement Thrift Investment Board expects that employees will be able to make additional contributions during the next open season, beginning April 15, 2003. This will be effective "only if" regulations have been issued by the Board and all Federal Agencies have made necessary changes to their systems to accommodate catch-up contributions. Notification will be sent to all units when this TSP option is available.

POC: Employee Relations Specialist, MARY CAMPBELL (602) 267-2475 or DSN 853-2475.

Frank Morales, ER Personnel Assistant, would like to remind you of this web page for access to your TSP information. Included is a site map of links to TSP "Plan News"; "What's New on the Web Site"; "Press Releases"; "New Record Keeping System" and "Account Access Outages. Also see TSP Rates of Return for March '03 attached.



TSP Current Info,
Introduction...

FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) PREMIUMS FOR DOD CIVILIAN EMPLOYEES CALLED TO ACTIVE DUTY IN SUPPORT OF CONTINGENCY OPERATIONS

By memo, Subject: Human Resource Policy to Assist DoD Civilian Employees Called to Active Duty, dated March 8, 2001, and with the provisions of section 519 of the National Defense Authorization Act for Fiscal Year 2002, The Deputy Secretary of Defense established a policy that the Department of Defense (DoD) would pay the employee's share, in addition to the government share,

of the Federal Employees Health Benefits Program (FEHBP) premium for any covered employee who is called to active duty in support of a contingency operation. Section 519 also provides the authority to make retroactive payments to eligible employees who were called to duty on or after December 8, 1995. In order to be eligible for payment of the employee's share of the FEHB premium the employee must:

- * Be enrolled in FEHB and elect to continue that enrollment
- * Be a member of the Army or Air National Guard of the United States
- * Be called or ordered to duty (voluntarily or involuntarily) in support of a contingency operation as defined in Section 101(a)(13) of Title 10 United States Code. Operation Enduring Freedom and Operation Noble Eagle. Executive Order is 13223.
- * Be placed on leave without pay (LWOP) or separated from service to perform active duty.
- * Serve on active duty for a period of more than 30 consecutive days and maximum period of eligibility for each period of active duty is 18 months.

The 18-month period begins the first full pay period a technician is placed on leave without pay (LWOP), separated, or furloughed to serve in the Armed Forces Reserves.

The FEHB premiums paid prospectively on behalf of employees serving in support of contingency operations are not considered taxable wages and will have no additional tax withholding liability.

You can choose to terminate your coverage at any time during the 18 months of continued coverage, EXCEPT when a technician is participating in premium conversion. Premium conversion is when the federal government is not taxing the cost of your FEHB premium. However, the start and end of an unpaid leave of absence is a qualifying life event, which means that within 60 days of beginning your LWOP, you have the option to terminate your coverage and/or waive your participation in premium conversion.

A termination of FEHB coverage is not considered a break in coverage for meeting the five-year requirement for continuing FEHB into retirement. FEHB

is reinstated on the day you return to duty.

POC: Employee Relations Specialist, MARY CAMPBELL (602) 267-2475 or DSN 853-2475

FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB) AND TRANSITIONAL TRICARE

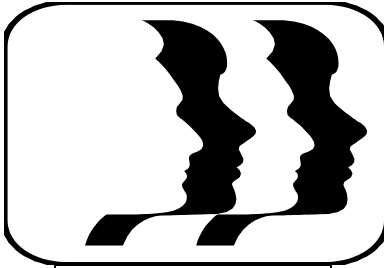
An employee who is called to active military service can either have his or her FEHB coverage continue for up to 18 months or elect to terminate coverage. If the employee elects to terminate FEHB coverage at the beginning of the leave of absence, the regulations at 5 CFR 890.305(a) state "the enrollment is automatically reinstated on the day the employee is restored to a civilian position" pursuant to Part 353.

However, the National Defense Authorization Act for 2002 (Public Law 107-107) provided transitional health care under the Military Health Care System, including TRICARE, to military members of Reserve components ordered to active duty for more than 30 days in support of a contingency operation. Depending on total active federal military service, the military member and dependent family members are entitled to either 60 days or 120 days of TRICARE transitional health care after separation from active duty.

Because of the availability of this new benefit, some employees may not want to have their FEHB automatically reinstated. OPM has determined that if an employee waives his or rights to immediate reinstatement of FEHB to take advantage of transitional TRICARE benefits, agencies may delay reinstatement until the transitional TRICARE ends.

Employees who do not want their FEHB automatically reinstated when they return from active military service must sign a statement, obtained from the HRO, to waive their rights. The statement will also say, the employee understands that it is his/her responsibility to notify the agency when the transitional TRICARE ends so that he or she can enroll in FEHB again.

POC: Employee Relations Specialist, **MARY CAMPBELL** (602) 267-2475 or DSN 853-2475.



EEO Calendar of Events

FEB -- African American History Month"

MAR -- Women's History Month:"

12-16 MAY -- Asian/Pacific American Council (FAPAC) National Leadership Training Conference, Crystal City, VA

17 MAY -- Armed Forces Day

26 MAY - Memorial Day

02-06 JUN -- NGB EO/EEO Training Conference, Boston, MA

07-11 JUL -- Federally Employed Women (FEW) Inc., National Training Program, Chicago, IL

12-17 JUL -- 94TH annual NAACP National Convention, Miami, FL

SEP - Hispanic Heritage Month

NOV -- American Indian Heritage Month

For a complete listing of EEO events see, 1Lt Lorri Conley, State Equal Employment Manager (ext. 2786) or TSgt Barbara Busby, Equal Employment Representative (ext. 2319).



HRO PERSONNEL CHANGES

LTC Roca has been mobilized to work at the Pentagon as the Finance Officer for one year effective 15 February 03. **Lt Col Kevin Osterman** has been reassigned in LTC Roca's position of Supervisory Personnel Management Specialist.

Retirements:

Sgt Elizabeth Fiore -- 31 May 02

CMS Dan Cochran -- 28 June 02

SFC Greg Reese -- 30 April 03

Elizabeth Fiore may be found on NG Army Military Drill weekends at Soldier Support's Center performing in her military position.

Dan Cochran continues in military capacity as Command Sargent Major for AZ Air National Guard.

Greg Reese is working as a contract employee for the newly formed Combined Access Card (CAC) ID system at the Soldier's Support Center.

Promotions:

Mary Campbell promoted to Employee Relations (ER) Specialist filling Sgt Fiore's position. She works Benefits; Retirements/Separations; and Awards (ext. 2475).

Frank Morales promoted to ER Personnel Assistant working with OWCP, Military Buy-Backs, and will assist with retirements (ext 2788).

Sue Wilson was selected for promotion to Staffing Specialist filling behind Gregg Reese. She has been a part of HRO since June 1994 (ext 2789).

Transfers:

Stacy Miller took a position in Supply at CSMS.

Sharleen Day is on AGR tour with JCNTF.

Judy Carlson transferred to UTAH.

Shirley Raguindin-Patton has returned to HRO to fill the AGR Manager position (ext. 2430).

Tina Hamilton joined us to fill Judy

Carlson's position of AGR Administrator (ext 2948)

New HRO Clerks:

Sgt Stephanie Burdick, Personnel Clerk, works with Staffing (ext. 2783).

PFC Elena Chacon, Personnel Clerk, works with Phoenix Air and Army Staffing (2484).

SPC Jason Crocker, Personnel Clerk, works with Tucson Air National Guard Technician Staffing (ext 2871).

PFC Donna Cly, our newest temporary Technician, Personnel Clerk (ext 2387).

Attached is the revised HRO Specialist's Telephone/Extension List.



"THE DISNEY CLUB"/DISNEYLAND

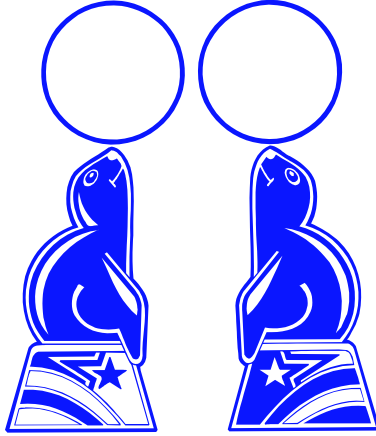
I am sorry to report that "The Disney Club" has been **Cancelled**.

However, information on **Disney/Disneyland** can be found at www.disney.go.com. You may also call or visit Luke Air Force Base, Glendale, AZ, Morale and Welfare Office to purchase military discount tickets. Phone # is 623-856-6000. Luke AFB will Fed Ex tickets to you at your cost. (Must be a DOD employee, National Guard military member or relative of same to purchase tickets from Luke AFB.)

Another possibility for **Disneyland** discount ticket rates is

www.getaway.com which guides you in California summer vacations.

POC: Sharon L. Hall, Secretary, Human Resources Office, DSN 853-2790 or COMM 602-267-2790.



SEAWORLD ADVENTURE PARK - - SAN DIEGO

Along with Shamu and Baby Shamu you can enjoy:

- Polar Bears in Wild Artic
- Whale Watching
- Dolly Dolphin Show
- Sea Lion and Otter Show
- Manatee Display
- Shark Exhibit
- Penquin Encounter
- Rockin' Summer Nights
- Exotic/Wild Bird Show
- Pets Rule Show **(new)**

Websites associated with SeaWorld are:

<http://www.ShamuAdventureClub.com>
<http://www.4adventure.com>
<http://www.seaworld.com/>
<http://www.shamu.com/>
<http://www.wildvacationsca.com/>

NOTE: Stop by HRO for your 2003 **Shamu Adventure Club Card** for a savings of **\$5.00** per ticket (limit 6 tickets).

SeaWorld Adventure Park - San Diego is now a part of **WILD VACATIONS IN CALIFORNIA--**
<http://www.wildvacationsca.com/>.
 This website includes the **Sea**

World Adventure Park; San Diego (world-famous) Zoo; The Wild Animal Park; Knotts Berry Farm, Universal Studios; Six Flags Magic Mountain; and Legoland, CA. The 2003 Wild Vacations' information booklet is available in the HRO Secretary's Office, Bldg, 555; the 161st ARW, MWR (Robin Colangelo 602-302-9094), or 162nd FW Personnel Office, Tucson (520) 924-6163 or DSN 844-6163.

The **Wild Vacations In CA** booklet also includes rates/coupons for Hotels/Rental Cars and other attractions up/down the coast of California.

POC: Sharon Hall @ (602) 267-2790 or DSN 853-2790 and plan your vacation for 2003.



CASTLES -N- COASTERS FAMILY FUN AND THRILL PARK (Phoenix Metrocenter)

Thank you for making the sale of **Castles-n-Coasters** Theme Park Tickets a success!!! Therefore, they will continue to be available throughout 2003. Your **Day of "Fun and Thrills"** at **Castles-n-Coasters** can be purchased at the Adult Ticket price of **\$16.00** or Child's Ticket price of **\$13.00**, (11yrs and under). You will enjoy the sky-high, double-loop, roller coaster ("Desert Storm"), Spitfire race carts, and/or colorful Carrousel rides, plus unlimited Miniature Golf. (Food and arcadia games are not included in day ticket price.)

Castles -n- Coasters is conveniently located at 9445 E. Metro Parkway, Phoenix, AZ 85051

Directions: from 1-17 use the Dunlap exit -Park is west of the freeway. Look for the high-looping roller coaster. Metrocenter Mall is adjacent to Castles -n- Coasters.

The park is open **daily** year-round at 10:00 A.M. Closing hours vary during **Off Season** from 9 PM or 11PM weekends. The Park remains open until

11:00 PM weekdays and 12:00 PM weekends during the **Summer Season**.

Purchase tickets at your convenience to be used throughout the year. (Tickets expire Dec 31, 2003). Prepare for an awesome day of Fun or possibly celebrating a Birthday Party at **Castles -n- Coasters**.

POC: Sharon Hall, Admin Assistant, Human Resources Office - Phone: 602-267-2790. or DSN 853 2790.

Knotts Berry Farm™ Joe Cool(Snoopy) Club

Knotts Berry Farm teams up with Radisson Resort to offer an "Ultimate Package"; "Premier Package" or "Romantic Getaway"

Ticket coupons are available for above packages or daily tickets for \$26.95/adults and \$14.95 kids (3-11).

Knott's Soak City Water Park tickets (w/coupon) are \$15.95/adults or \$9.95 kids (3-11)

ARMED FORCES VACATION CLUB

An **Armed Forces Vacation Club** Web is available for your vacation travel needs. Go to www.afvclub.com to find resorts available for **(military rates)** vacation reservations. Available resorts and dates available, plus amenities and directions can be found on this web site. Or call **1-800-724-9988** to inquire about newly released space in resorts.

POC: SHARON HALL, HRO Admin Assistant, ext 2790.

Human Resources Office (HRO)

WEBSITE:

WWW.AZ.NGB.ARMY.MIL/HRO

Information includes: **ARIZONA NATIONAL GUARD FEDERAL TECHNICIAN OR AGR EMPLOYMENT**, with links to JCNTF or AZ State Employment. **Additional copies of this or previous HRO Newsletters, (with attachments) are available either on the web or from the HRO Office, Building 555.**

POC: Sharon Hall, Admin Assistant, HRO ext. 2790.

ATTACHMENTS:

(1) HRO Phone Number Listing

HRO PHONE LIST HRO PHONE LIST
COMMERCIAL: 602-267+ ext, DSN: 853+ ext.

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Title</u>	<u>Phone</u>	<u>Office Symbol</u>
Sgt	BURDICK	STEPHANIE	PERSONNEL CLERK-STAFFING	2783	AZAA-HR-S
TSgt	BUSBY	BARBARA	EQUAL EMPLOYMENT REP	2319	AZAA-HR-E
CIV	CAMPBELL	MARY	EMPLOYEE RELATIONS SPECIALIST	2475	AZAA-HR-ER
SSgt	CARRICO	ALAN	EMPLOYEE DEVELOPMENT CLERK	2677	AZAA-HR-ED
PFC	CHACON	ELENA	PERSONNEL CLERK(PHX-AIR/ARMY)	2484	AZAA-HR-S
SPC	CROCKER	JASON	PERSONNEL CLERK (TUCSON-AIR)	2871	AZAA-HR-S
Lt Col	OSTERMAN	KEVIN	LABOR RELATIONS SPEC	2792	AZAA-HR-LR
1st Lt	CONLEY	LORRI	STATE EQUAL EMPLOYMENT MGR	2786	AZAA-HR-SEEM
PFC	CLY	DONNA	PERSONNEL CLERK	2387	AZAA-HR-S
CMSgt	FLORES	YOLANDA	PERSONNEL SYSTEMS ASSIST	2318	AZAA-HR-PS
MSgt	GONZALEZ	PAULINE	CLASSIFICATION ASSISTANT	2493	AZAA-HR-C
Civ	HALL	SHARON	SECRETARY (AO)	2790	AZAA-HR
SSG	HAMILTON	TINA	AGR ADMINISTRATOR	2948	AZAA-HR-PA
CSM	HIGGINS	PAMELA	EMPLOYEE DEVELOPMENT SPEC	2861	AZAA-HR-ED
SPC	TERRY	SIMONE	PERSONNEL ASSISTANT(LEAD CLERK)	2787	AZAA-HRS
Msgt	MILLER	JIM	CLASSIFICATION SPECIALIST	2592	AZAA-HR-C
SPC	MORALES	FRANK	PERSONNEL ASSISTANT	2788	AZAA-HR-ES
COL	PALMATIER	RICHARD	HUMAN RESOURCES OFFICER	2791	AZAA-HR
TSgt	PENA	SHANNON	BENEFITS COORDINATOR	2453	AZAA-HR-B
Lt Col	RAGUINDIN-PAT	SHIRLEY	AGR MANAGER	2430	AZAA-HR-A
LTC	ROCA	JORGE	SUPERV PERSONNEL MGMT SPEC	2414	AZAA-HR-SPMS
CMSgt	TURNER	WELDON	PERSONNEL SYSTEMS MGR	2317	AZAA-HR-PS
Civ	WILSON	SUE	STAFFING SPECIALIST	2789	AZAA-HR-S
MSgt	BURR	CHRISTINA	TUCSON REMOTE DESIGNEE (162FW) Fax DSN 844-6163 (Switzer, Patricia(Trisha)/Bishop, Kurt)	844-6898 844-6198	REDE 520 924-6194 (comm)
TSgt	PIERCE	LAURIE	PHX REMOTE DESIGNEE (161ARW) (161st ARW) Fax 602-302-9231	302-9045	REDE
	HRO FAX #	SHARON SUE	SECRETARY OFFICE STAFFING/BENEFITS	2782 2357	
COL	TROXELL	THOMAS	CHAPLAIN - Army Military Weekends	2485	